

CAPPS Financials — User Group Meeting Minutes

Thursday, June 27, 2019

9–11 a.m.

Travis Building, Room 1-111

I. Welcome/Announcements (Tony Martin)

- Roll call was taken for conference call attendees.
- User group meeting materials will be posted on FMX.
 - To be added to the user group distribution list, email the CAPPS Governance and Communications team at CAPPS.GTT@cpa.texas.gov.
- Immediately following the July user group meeting, the CAPPS team will provide a Level 1 training session for deploying agencies. Production and Hub agencies are encouraged to send new or recently added Level 1s, or anyone who would like a refresher.
- The current biennium for user group voting members ends Aug. 31. The Governance team begins procedures on the next election cycle in July. More information will be available during July's meeting.

II. Production Update: Financials Support Requests (SRs) (Tony Martin)

- **SR Summary and Trend Report**
 - The **CAPPS Financials Summary and Trend Report 06/27/19** document was reviewed.
 - In May, there were 601 active SRs with 200 in high priority status.
 - The trend showed 388 new SRs opened and 405 SRs were closed.
 - On average, CPA opens 40-50 SRs each month for agencies that have outstanding items on the HX recycle browser. Agencies must pay close attention to HX recycle and plan adjustments.
- **Governance Approved Enhancements**
 - The **CAPPS Financials Governance Approved SRs 06/27/2019** document was reviewed. Updates since the last meeting are identified with an asterisk (*) and **bolded**.
 - The following SRS were approved by the Steering Committee:
 - SR 11812 is a CAPPS voucher update that modifies a custom PO field. This SR is now *In Work* status.
 - SR 12584 is an Interface module update that builds a systems code utility. This SR is now *In Work* status.
 - SRs 10788, 10789, 10790, & 10791 are Reports module updates that add the ability to run pre-release reports by batch date. This SR is now *In Work* status.
- **Required Maintenance**
 - The **CAPPS Financials Required Maintenance 06/27/19** document was reviewed. Updates since the last meeting are identified with an asterisk (*) and **bolded**.
 - SR 12197 expands the field view. It was approved by CAPPS management on July 21 and is now in technical development. This SR is *In Work*.
 - SR 6829 edits the capitalization for integrated assets. This SR is *In Work*.
 - SR 14944 is a due date correction fix and is *In Work*. This SR is planned for production migration on Sept. 1.

- SR 10535 adds a copy down feature to TX voucher styles. This SR is *Completed* and migrated to production on July 13.
- SR 11297 is an Interface module update for the CAPPs to VAT Interface and sends received assets. This SR migrated to production on June 13. Currently, it is still in *Pending Prod Approval* status. If we do not receive any questions or concerns, this will be mark as *Completed*.

III. Voting Item: SR Submitted to Governance (Tony Martin)

- SR 12373 is a request to expand pages to the AP work center for the Accounts Payable module. The CAPPs team is recommending approval.

IV. Project Update: Financials Fiscal 2019 Deployment (Steve Schiurring)

- The **CAPPs Fiscal 2019 Financials Agency Deployment Project Dashboard 06/27/19** document was reviewed.
- The project is green and on track. There are 19 agencies scheduled to deploy on Sept. 3, 2019.
- Key items in the next 30 days:
 - User acceptance testing is currently in week 5 and continues through July 19.
 - Performance testing is completed. Deliverables that reflect the performance testing results are nearing completion.
 - *Train the Trainer* is scheduled to start late July or early Aug.
 - Conversion successfully completed for Mock 3 on May 24.
 - Business objects is testing in UAT3 environment and they switch back to UAT1 after deployments are complete.

V. Security Update: Confidential Treatment of Information Acknowledgment (CTIA) Form (Dave Gray)

- The **CTIA Policy Change 06/11/19** presentation was provided.
- Key points:
 - Fiscal Policies & Procedures (FPP) document K.015 was updated on May 28, 2019 and is posted with latest details and information on FMX.
 - The Confidential Treatment of Information Acknowledgement (CTIA) form is now available in an electronic version on the CAPPs “I Agree” page, effective July 8, 2019.
 - Agencies may choose to use either the existing paper form or the electronic version for new hires.
 - Retention policies have not changed and existing paper copies of the form must be maintained.
 - The CTIA electronic form permanently replaces the current “I Agree” page and users see the new page each time they log into CAPPs.
 - The electronic version of the form is not considered complete until the users have selected “I Agree” and completed their login into CAPPs. Once the user has successfully logged into CAPPs, their acknowledgment is time-stamped by CAPPs.
 - For CAPPs agencies that want to use the electronic form going forward, the electronic version covers all Comptroller systems, not just CAPPs. However, users must complete the acknowledgment using CAPPs prior before accessing any other Comptroller system.

- The CAPPS team is developing a report to allow agencies to pull the electronic CTIA acknowledgments and timestamps for their users. This allows for compliance with the retention policy.
- Agency security coordinators must ensure that their agency has policies in place to comply with FPP K.015.

VI. Special Discussion Topic: Fiscal Year-End/New Year Processes (Thanh Hermosilla and Lauren Denby)

- The ***CAPPS Financials Fiscal Year-End Presentation 06/27/19*** presentation was provided.
 - In preparation for fiscal year-end close (FYEC), the CAPPS team prepared 10 documents that provides steps and an in-depth review of details.
 - Key considerations for FYEC are:
 - Review/correct open vouchers.
 - Review and close requisitions/POs for the current appropriation year (AY).
 - Review/correct un-posted journals.
 - Clear transactions from the HX recycle table.
 - Review USAS FYEC events and consider interface dates for expiring AY transactions.
 - Review *CAPPS Financials Year-End* processing instructions.
 - New year requisitions need a budget date of Sept. 1.
 - Agencies do not have to comply with the considerations.
 - Aug. 29 is the last date for outbound transactions. Any transaction not completed by Aug. 29 can be loaded into the interface beginning Sept. 3.
 - This information, as well as additional other year-end activities, is available on FMX.

VII. Upcoming Meeting

- Thursday, July 25, 2019, at 2 p.m. in Travis Building, Room 1-100. This meeting will be followed by a Level 1 training session.